

FOREWORD

"Thinking is hard work; prejudice is a pleasure". History can furnish numerous examples of peoples who have lost their liberty because they were just too lazy to think out for themselves the problems that all free peoples must solve if they are to continue free. Those of us who live in a country which is committed to democratic methods and practices, must be prepared to devote time, energy and thought to learn how better to work the processes of democracy — local as well as national. To do this we must be prepared to use various instruments, and to use them on a national scale.

The conditions of the modern world demand that our institutions not only be efficient, but that they satisfy the reasonable aspirations of our people. To attain the highest degree of community welfare, the intelligent cooperation of all groups within the community is necessary.

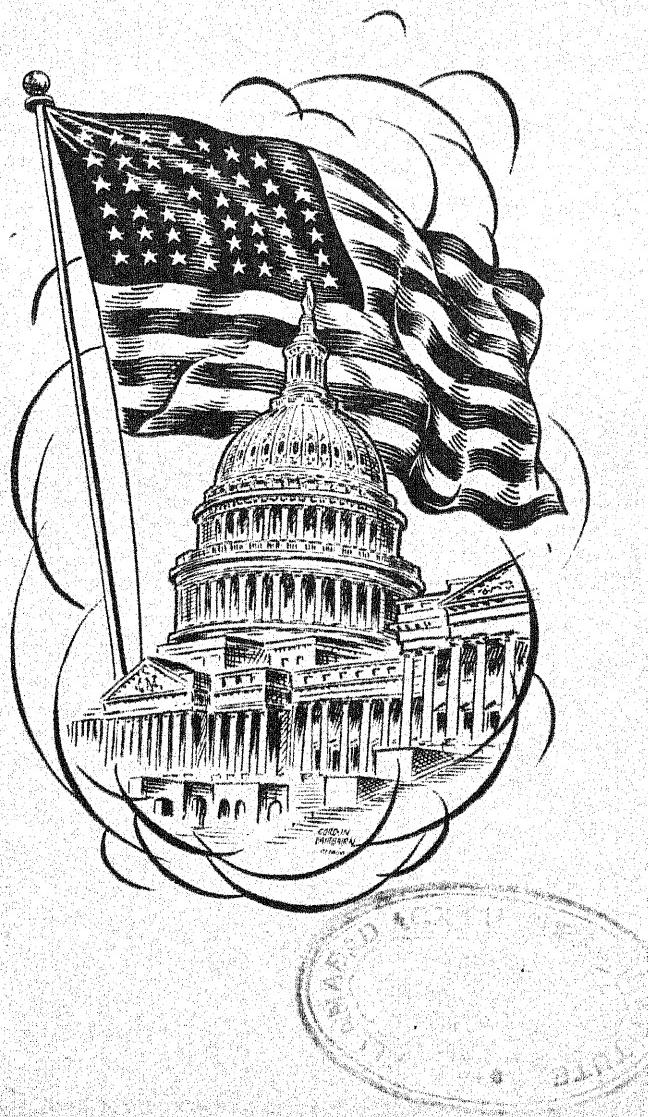
One of the most important and powerful instruments at our command is the small discussion group. This method can be directed to the eager study of our community and national problems, or to the organization of joint effort wherever group action is needed to produce the desired results. This emphasizes the importance of free and frank discussion. Indeed, it may be said that informed discussion is an absolute necessity if our democratic society is to survive. We must therefore learn this art — for it is indeed an art — of intelligent discussion of those questions vital to the life of a democratic community. Only a full knowledge of the facts can give rise to that progressive action which is a condition of a successful democratic state.

This booklet briefly sets forth the "why" and "how" of group discussion for group members, leaders and organizers. It gives information regarding the different aids to good discussion and it tells the interested member where to find suitable material to extend his knowledge.

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Macdonald College, P. Q.,
May 1st, 1943.

Why discuss?



THE PURPOSE OF GROUP DISCUSSION

"Democracy must be defended from within as well as from without. And the strength of that defence will lie chiefly in the ability of the citizens to work together and to make decisions together in matters great and small."

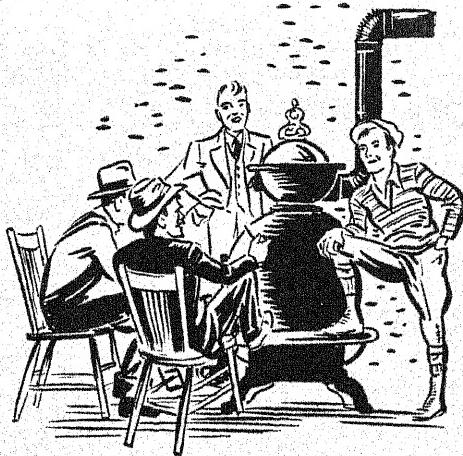
Totalitarian states speak sneeringly of democracy as "government by discussion". And so, in a sense, it is. It therefore follows that to have good democratic government, we must have *good* discussion, informed discussion — discussion that begins somewhere and ends somewhere — not a mere barber shop argument all around the subject, leaving each participant more firmly entrenched in his own prejudices. This kind of discussion affords the training ground on which the people face and solve their problems — problems of better farms, homes, schools, of co-operative enterprises, improved social services, etc.

The group can tackle problems too great for a single person to handle. It permits a free interchange of ideas. A discrimination can be made between facts, opinions and mere prejudices. Impulsive notions get their best criticisms in a group of friendly people. Here, too, good ideas get a chance. The individual gains by realizing what he believes and being able to say why he believes it. The community gains because difficulties are met and solved before they become crises. Group discussion develops a body of well tested opinion, out of which emerges that general agreement which represents the will of the group with respect to any required action.

Where public issues are the subject of lively discussion, people are citizens in fact as well as in name. The give and take develops both leaders and the type of intelligent follower who gives representative government something to represent. Out of the multiplication of these small groups comes that unity of thought which is a basis for common action. But group discussion does more than this, for it is in the group that people learn to trust their neighbours and to work with them in building a better community.

"The new world will be built from the group up, not by a master plan handed down from above."

Let's discuss



THE DISCUSSION GROUP

What it is and How to Form One

A discussion club, study-action group, neighborhood club, advisory council, whatever the name might be, is simply a group of neighbors or friends who come together to study and discuss the things that are important to them.

While it may enliven discussion to have people of varied interests taking part, still one essential of a good study group is that its members should have some common interest. They may be residents of the same locality, workers in a factory or business, members of a club. If in addition to being neighbors or friends they are engaged in the same occupation, as for example, farmers, this increases the possibilities of the group to achieve some definite end, whether it be a scheme for pasture improvement, the co-operative purchase of supplies or the building of a new school.

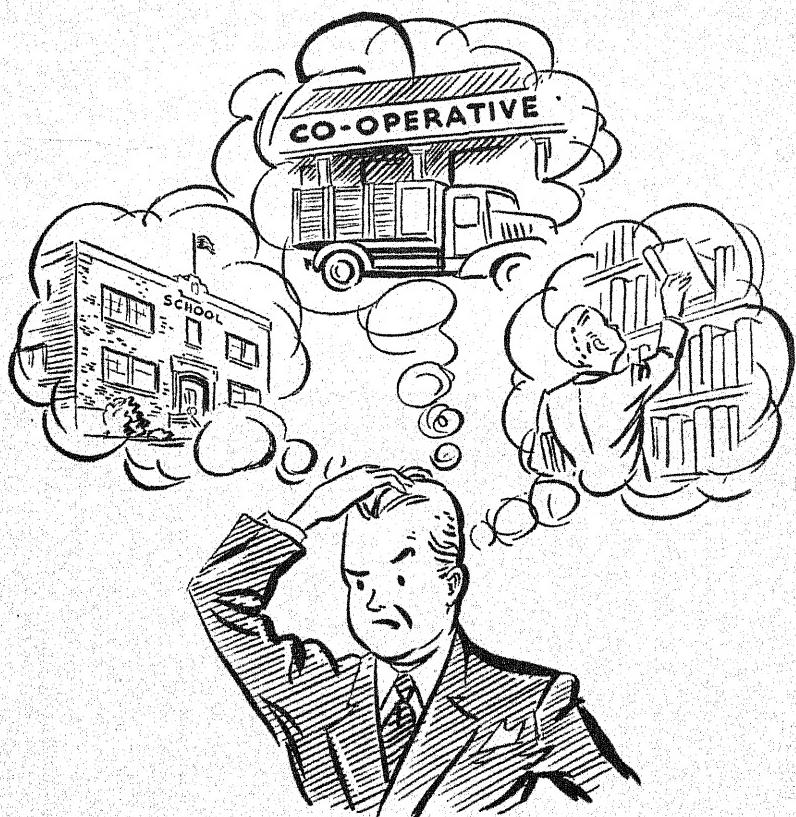
Most people are interested in better homes and schools and better living conditions, and are willing to make an effort to attain a better community to live in. It is well, however, in forming a group to make clear what its purposes are and that membership is voluntary, so that only those who definitely wish to belong will join.

If you have a group of people who believe in the possibility of progress, who have faith that by learning more about their own affairs they can effect some improvement, then you have the basis for a good discussion group. All you need to do is to get them together.

A group of seven to twelve people is the best size. For interesting and profitable discussion, they should be congenial but not all have the same point of view. Get variety by cutting across the usual grouping of people by age, sex or social standing. Problems of mutual interest can be worked out by people of different ages and points of view. Moreover, this is how they should be worked out in order to reach the common understanding on which progress depends. The study group does not compete with other groups, such as service clubs, church organizations, Women's Institutes, etc. Indeed, a discussion programme may be wisely included supplementary to their regular programme.

See "Neighbor Nights", Page 29.

Something that matters



CHOICE OF A SUBJECT

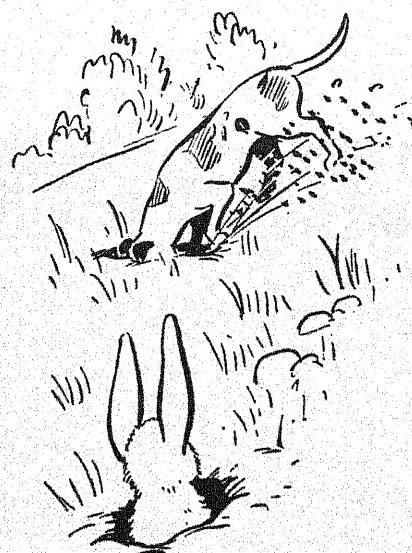
"Education for Action" is the keynote of the discussion group. Therefore, choose for discussion a subject which all the members feel is important to them and one that is likely to result in some definite action. A good subject is one that is capable of sustaining study and discussion over the period available, whether it be weeks or months. It should be one that can be divided into suitable sections for discussion at a single meeting. Preferably, it should be a subject requiring group action for its solution. For beginners at least, it is wise to choose one for which discussion outlines or other suitable sources of information are available. The choice of a suitable subject, properly followed through and considered from all angles, prevents hasty, ill-considered action, likely to result in failure.

The best topics for a lively discussion are those which permit of a genuine difference of opinion. Political, social and economic problems come in this group. And these are the very subjects on which, as active citizens, voters, producers and consumers, it is critically important that we should be informed.

Topics of another type are chosen primarily to add to the group's information on some subject of immediate practical purpose. The study of such topics is vitalized and rendered more interesting by providing for discussion of local applications, or of questions related to the particular needs of the individuals concerned. Problems relating to particular enterprises, such as credit unions, recreational or hospitalization schemes, co-operatives, or questions having to do with a particular occupation, may be considered here.

In the foregoing, emphasis has been placed on "practical" subjects, designed to improve our effectiveness as citizens or as members of a profession or occupation. Purely cultural subjects designed to increase our appreciation and understanding of literature, music, art, etc., may be attempted when the group is ready for them.

Get at the facts



MATERIALS FOR STUDY

Discussion is of little value unless it is informed. Never let opinions take the place of facts. Be alert to secure information by talking and listening with your friends and by observing conditions in your own community which bear upon the subject.

Most members of the group will know something about the subject chosen. By sharing this information, the knowledge of the group is increased. Sometimes it is possible to get a lecturer with special information on the subject. Sometimes a broadcast or a film is available. All this is valuable, but it is not enough. Study is also needed.

It is fortunate that there is a wealth of information available on almost every conceivable subject. Almost always there will be study outlines, pamphlets, bulletins or books that may be obtained free or at small cost.

Write government departments of education, labor, agriculture, etc., for material related to your topic. Consult the pamphlet and leaflet series issued by the Cooperative League of the U.S.A., the Public Affairs Committee, and the Foreign Policy Association. (For addresses, see lists on page 35.) If you are looking for statistics or other factual material, do not overlook the wealth of information available from the Washington office of the Cooperative League. There you may obtain census reports, excerpts from the Congressional Record, or other information on public affairs.

By whatever means possible, each group should attempt to build up, as fast as it can, a working library dealing with the subject or subjects they desire to study. You will be surprised how much you can obtain free and how much more you can secure for a small sum contributed by each of the members. Consult the lists at the back, ask the advice of your county agent, the extension department of your state university, or seek out the educational director of your union, but do not overlook this method of improving your knowledge and of adding weight, substance and interest to all your discussions.

How to discuss



THE CONDUCT OF THE GROUP

It is of first importance that the atmosphere of the group meeting be congenial and informal. The good chairman will give a little care in advance to providing comfortable chairs and to seeing that light and ventilation are as good as possible.

The way in which the meeting begins will make a lot of difference. The tone of friendliness created in the gathering of friends, the exchange of gossip and jokes should not be spoiled by a formal call to order. The skillful chairman will pick up a chance remark and relate it to the purpose of the group. Better to say "That's what we had in mind when we first talked of meeting tonight" than "Now, let's get down to the business of the evening."

Even the first meeting should be as little a beginning as possible. When the members feel that the purpose of the group is a continuation of previous thinking which they have done in twos and threes, they respond more naturally.

The conduct of the group should preserve the feeling of equality. There must be a chairman, but he is also a member of the group, accepting the responsibility vested in him of conducting the meeting and taking care of the business duties assigned him. He will provide leadership over discussion of business pertaining to the group and in all discussion leading up to the study period which will be turned over to the discussion leader.

Many people have lost the habit, if they ever had it, of thinking coherently, of holding to a subject until they come to some conclusion. It is the chairman's responsibility to see that progress is made from point to point until there is some measure of agreement.

The discussion should be kept practical and related to the problem in hand. Deal with the small problems as they arise, in order to get to the more important one. Discuss them as thoroughly as possible, but not tediously, and be sure not to lose sight of the main issue.

A useful sequence of questions is: (a) Why are we interested in this problem? (b) What is the problem? (c) What is to be done? and (d) What shall we do about it?

Stay on your course



THE DISCUSSION LEADER'S JOB

A good discussion leader is the one who succeeds best in getting the members to do the talking and who says as little as possible himself. Unlike the procedure in a formal meeting, the members do not address "the chair" when they wish to make a remark. Discussion proceeds naturally as in conversation, from one member to the other. The leader is a member like the others, but has certain added responsibilities, as indicated below. The following are some of the points that a good leader should keep in mind:

1. BE PREPARED. Though it is not necessary for the leader to know much more than the other members, he should prepare himself to introduce the subject briefly and clearly by previous thought and study. He should plan questions to aid discussion.
2. DON'T TRY TO DOMINATE. The good discussion leader keeps his own ideas in the background, aims at 100 per cent discussion from the members and keeps it moving.
3. AVOID UNNECESSARY INTERRUPTIONS. The aim of the leader should be to guide the discussion, and he intervenes only to (a) keep it on the track, (b) to draw out bashful members, (c) to discourage anyone from talking too much.

A good leader is tactful, but not to the extent of letting the discussion "run wild". If someone talks too much or too long, he can interrupt him at a reasonable place with, "Some of us haven't said much yet. What is your opinion, Bill?" Or, if someone gets off the point, he can say, "That's a good point, George, but what we are really discussing is this, etc." . . . If a member is guilty of confusion or "woolly thinking", he should attempt to clear the matter up as briefly as he can so as to get the discussion back on the track.

Rotate your leaders. Don't keep the same person on the job too long. Let all the members take a hand. It adds variety. The burden is distributed and all gain valuable experience.

Pull your weight



THE MEMBERS' RESPONSIBILITY

In a discussion group no one sits "like a bump on a log". Each "pulls his own weight", contributes his honest opinions and does not let the discussion lag. Neither does he talk too much or too often. His idea is to get and to give as much information as possible and not merely to air his own views. To have good discussion it is necessary to be good-humored, to be tolerant of other views and to listen as well as to speak.

Here are some suggestions:

1. **LISTEN CAREFULLY.** Listen to learn. Don't always be thinking of what to say next and miss what the other fellow is saying. Try to understand the basis of his opinion.
2. **DON'T GET LOST IN TRIFLING DETAILS.** Dig for things that matter. Let unimportant details pass.
3. **DON'T LET THE DISCUSSION GET AWAY FROM YOU.** Speak up if you don't understand. Call for examples or illustrations until you do. Try to relate what is being said to your own experience and the needs of your community.
4. **BE CONSTRUCTIVE.** Say what you think yourself, but don't always harp on what you disagree with. Don't be too eager to correct your neighbor. Never explain to the group what another member means by what he has said. The right answer is more likely to come if each seeks to know what is true.
5. **SEEK ALWAYS TO DISCOVER THE FACTS.** Beware of your own prejudices. Do not be out to over-persuade anyone and do not yourself be persuaded against your better judgment. If convinced by another's arguments, admit it. This is not weakness. Only stubborn or stupid people never change their minds.
6. **DISCUSSION IS ONLY THE BEGINNING.** To get the most out of discussion, follow up with reading, study and action.

Record your progress



REACHING CONCLUSIONS AND RECORDING FINDINGS

When the discussion is going well and contributions are coming in from all sides, the leader can aid the group considerably by making summaries from time to time which help members to take stock of where they are. These breathing spells allow loose ends to be gathered up and sorted out before the argument proceeds. Care should be taken that such summaries are confined to clear, brief statements of what has already been said, without the injection of new ideas by the leader. The value of putting conclusions in writing at the end of each meeting is strongly emphasized.

Sometimes the leader may ask a member to do this summing up. Summary by the group is particularly desirable at the end of the discussion. This offers a good means of getting shy people to take part. Make sure that the summary adopted represents what the members have said. The group secretary should check the points made from his notes.

Groups should be on their guard against attempting to cover too much ground in one evening. Make a note of points not covered for later discussion.

If you are part of a federation of clubs, let others know what you want.

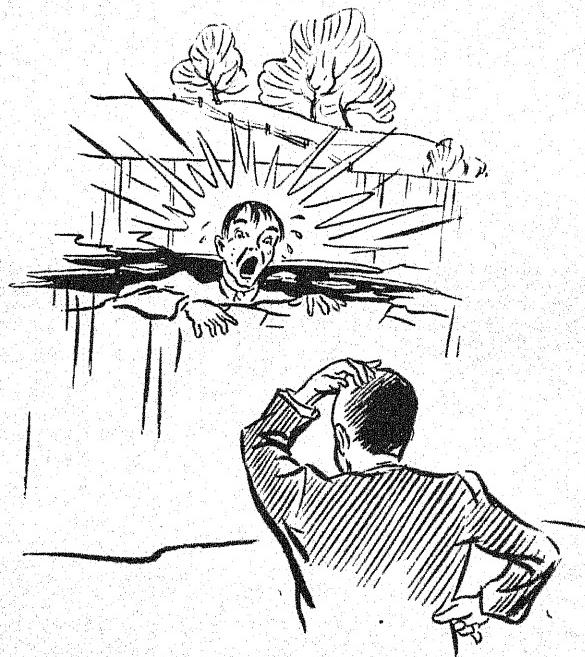
Forming opinions and stating views publicly is one form of action. It is a particularly effective form when the statement of opinion reaches an official body or person with authority in the matter under discussion.

To record the findings of the group on any public issue is the job of the secretary. In most cases an honest expression of opinion will be welcomed by conscientious public men. This is a very effective way of exercising the responsibilities of citizenship.

Group findings often provide the basis for tabulation of public opinion on important questions.

"If the government is to be right, the people must be right".

..... Do something



PLANNING ACTION

The purpose of discussion is wise action. Sometimes it will be individual action. A man may see the solution of his own problem as a result of group discussion. More often it will be action by the group. The kind of action a group may undertake will vary all the way from cooperation in the purchase and use of some piece of domestic equipment or farm machinery to combining in the solution of some important public problem.

As a result of discussion groups, co-operatives have been formed for buying and selling, for insurance and for hospitalization. Credit unions, land use surveys and conservation projects have been launched. Schemes for better health and education and improved farm organization have resulted. Community halls have been built, school grounds or buildings have been improved, and distressed families have been assisted.

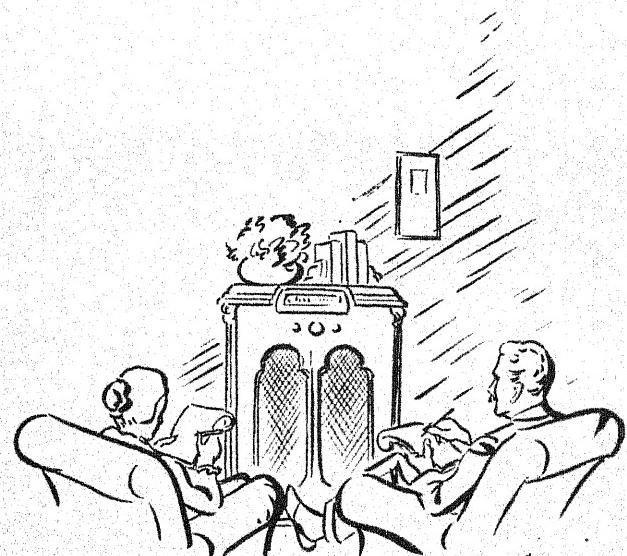
Social groups recognizing and examining problems before they reached a critical stage have been able to give wise advice to central authorities, and all along the line it has been the people doing something for themselves.

In every community there are problems of production, unmet needs of the consumer, inefficient social services, wasteful use of natural resources, inadequate community organization. Careful thought should be given to the amount and type of organization which will keep discussion of public issues from running out in aimless talk.

There is a great need for planned action at the present time in every field of community activity. Many such schemes are likely to bog down unless a strong body of informed public opinion can be mobilized in their support.

If the problem studied has been well chosen, the group will come out eager to undertake some definite job and capable of doing it. It may take time, but it will be wiser action if it does. Moreover, it will have the advantage of beginning with the approval of a number of people. A working unit is already behind it.

Listen to learn



THE LISTENING GROUP

A "Listening Group" is an ordinary discussion group with the addition of a broadcast, and the discussion is centred around the topic of the broadcast. The broadcast assures that an enormously greater audience can listen, study, think over and discuss a given problem than could possibly be provided in any other way. Intelligent planning for action on a larger scale is thus made possible.

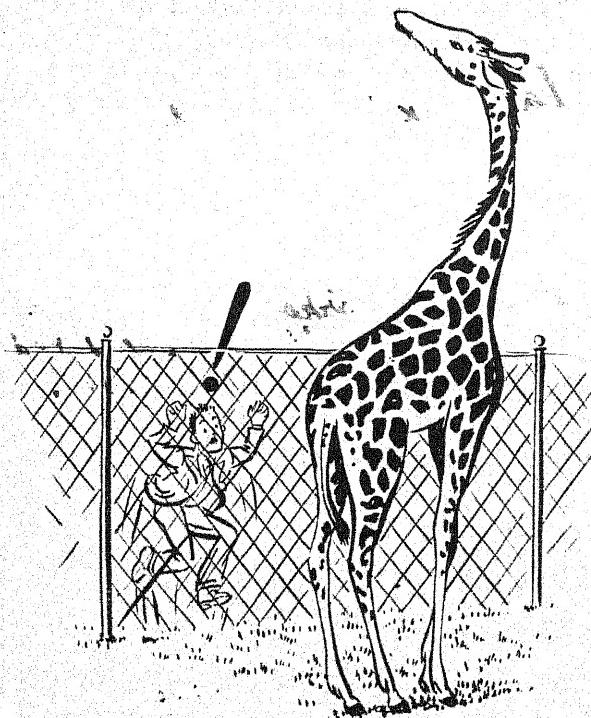
The broadcast makes the work of the group, and especially of the leader, easier. It furnishes information. It provides the hot, sharp spark of inspiration that sets off the thinking of the members. The broadcast contains the vital elements of the problem discussed.

However, just listening to the broadcast is not enough, It is merely the beginning.

TO MAKE IT EASY FOR EVERYONE TO KEEP HIS MIND ON THE BROADCAST:

1. Arrange the chairs so that all can hear. Those taking part should face each other as much as possible. The room should be warm and the lights bright enough for writing.
2. Have the radio in good working order. Some groups set an alarm clock to go off a few minutes before the broadcast. When it rings, the radio is tuned in and adjusted for the best performance.
3. During the broadcast, everyone listens attentively. Let everyone have a pencil and paper ready to jot down ideas and personal experiences for discussion later. This saves comments during the broadcast and makes sure that everyone gets the full value of the programme.
4. After the broadcast is over, turn the radio off.

And now you see it



THE FILM FORUM

A film forum is a discussion based on the showing of a film. Not all films lend themselves to this use, but many films are now being produced which are planned so that they can be used for discussion. There are many more film strips and slides available for this purpose than films and more are being produced.

Pictorial presentation is always more vivid than the spoken word alone. The group will be stimulated to eager discussion if the film is well chosen and the preparations for discussion are well made.

In the film forum much depends on the leader. He should study in advance any material that can be secured about the film. Outlines are provided with many of the newer documentary films. These include questions for discussion. If possible, the leader should view the film itself in advance. He would do well, also, to arrange for several members of his committee to read books or pamphlets related to the topic. Preparations should be made as for other types of discussion.

Before the film is shown, the leader should give an introduction suggesting what to watch for. He can do this without destroying the effect of the film.

Showing the film a second time, after the discussion, is sometimes a good practice. This will bring out points that were missed in the first screening.

It is always better to keep the whole group together for the discussion, but if more people are permitted to see the film than wish to stay for the discussion, arrangements should be made for them to withdraw at the end of the screening. Children may be taken to another room for games to let the adults proceed with the film forum, or the adults may withdraw to another room for discussion while additional films are shown to the children. If the number of adults is large, the Neighbor Night method described on Page 29 may be used.

A good mix



COMBINATION PROGRAMS

Just as the modern commander has learned to employ tanks, bombers, artillery and other arms and services in "combined operations", it is now possible to use a combination of modern devices and methods to assist and reinforce a program of group discussion. Thus we have the combined use of films, radio and discussion in a single program. With radio broadcasts on practical problems of community life and films being made which illustrate the same subjects, it is possible to plan local discussions which can take advantage of both aids. Such combinations can be very effective, but their use requires careful planning and close co-ordination. The limits of both film and radio conspire to make it difficult to bring both to bear on one topic at the same time. Occasionally, however, this can be done.

The film is best used as a stimulus at the beginning of a series of discussions, or by its vivid presentation to crystallize opinion at the end. The film is primarily a reporting medium. *It can say:* "Here is a situation which is a menace to health — or security or peace," or *it can say:* "Here is what others have done. You can do it, too."

The broadcast can reach a vast audience simultaneously and is usually well balanced and up to the minute with its information. A national broadcast, however, must deal with broad social and economic issues. It must be general where the film can be specific. The impression it creates is vivid but fleeting. A statement or phrase, if missed, is missed for good. When these two — film and radio — can be used together, they supplement each other with great effect.

GROUPS SHOULD:

1. Consult their regional cooperatives or university extension offices for guidance and suggestions and also for discussion guides or pamphlets.
2. Write your regional cooperative of The Cooperative League for film catalogues.
3. Write the educational departments of National Broadcasting Company, Columbia Broadcasting Company, and Mutual Broadcasting Company for announcements of programs which may be used for listening group programs. Examples of nationwide broadcasts which might serve this purpose are:

The University of Chicago Round Table (Sunday afternoon), Town Hall of the Air.

Many local stations carry forum and discussion broadcasts originated in the station. Write your nearest station — to the program director — and inquire.

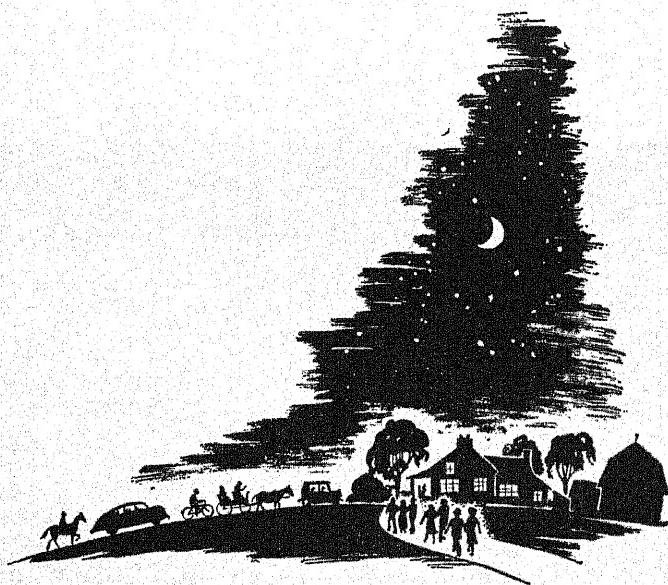
It takes all kinds.....



OTHER FORMS OF DISCUSSION

- 1. THE PANEL.** This is a modified form of the discussion group used where audiences are too large for every one to participate. A group of guides or panel committee members, usually four or five, are selected and prepared in advance. These sit on a platform facing the audience. The leader's job is the same as in an ordinary discussion group; the members begin the discussion of the question in such a way as to call forth a response from the audience. Near the end the leader may throw open the discussion to the audience. This method may be useful in a large hall where the atmosphere might otherwise be cold and restrained.
- 2. THE SYMPOSIUM.** Here the arrangement of the people taking part is the same as for the panel, but the participants simply give a series of short speeches around one given subject, each speaker usually dealing with a different phase of the subject. This may be followed by open discussion.
- 3. THE FORUM.** A lecture followed by questions from the audience to the speaker, either written or asked aloud from the floor.
- 4. THE DEBATE.** In a debate two or three speakers speak in favour of a given subject (the affirmative), and the same number against it (the negative). Each speaker makes a prepared speech of an agreed length, following which the affirmative side is given a few minutes to answer the argument of the negative side. Under other rules, the leader of each side may be given this privilege. The debate is valuable in bringing out the arguments on two sides of a question; it aids the group in recognizing "good" arguments, the use of evidence and statistics. Its weaknesses are that many problems are many-sided and that it encourages the participants to score points rather than to arrive at the truth. Furthermore, the audience are merely passive spectators. This latter weakness may be partially overcome by having the chairman open the meeting for general discussion as in a Forum, but usually the discussion group is a more useful method for arriving at the truth, for clarifying ideas and for giving every member a chance to develop. However, an occasional debate may be a useful device for stimulating interest.

Let's all get together



"NEIGHBOR NIGHT" OR ALL-CLUB MEETING

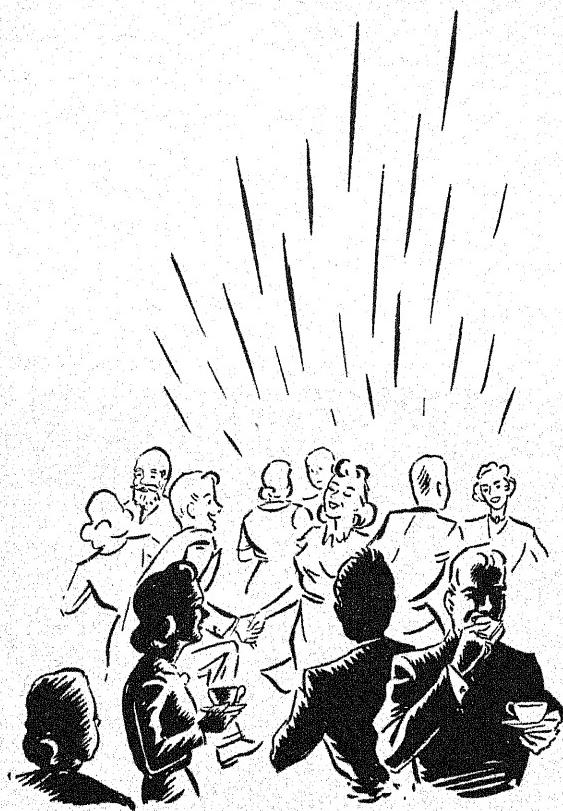
The small intimate group of neighbors, comprising not more than 7 to 12 people is ideal for discussion. Where larger numbers are available, it is usually better to form new groups, but it is quite possible to handle much larger groups by following the "Neighbor Night" plan. Furthermore, it often gives a "lift" to the whole program if neighboring groups meet together from time to time. The whole community is then better represented. If community action is needed, a group is essential to proper planning.

The group first meets as a whole for a short introduction by the convener, who then divides them into smaller groups of not more than 8 people. Supposing 30 people are present, he may announce that there will be 4 groups and will indicate where each shall meet. He then divides them by counting off 1, 2, 3, 4 — 1, 2, 3, 4 — 1, 2, 3, 4 — 1, 2, 3, 4 — until all are accounted for. Those who count one go into Group 1; those who count two go into Group 2 etc., following which each smaller group retires into the separate corners of a room, or overflows into other rooms, and then quickly appoints a group leader to act as chairman and preferably a secretary to record findings. All this should be done promptly to avoid waste of time.

Each group then discusses the subject for a period decided upon in advance; each group secretary quickly records the findings; the presiding officer then calls the groups to order and calls upon each secretary to report the findings for his group. The discussion is then summed up in the ordinary way.

When a number of groups exist in an area sufficiently compact to permit of monthly joint meetings, a simple organization may be set up to plan the program. When a given area is preparing for some specific action, such an association of study groups is invaluable in developing unity of thinking and consequent action. When it is not possible to get entire groups to meet together, the calling together of representatives chosen from the groups is an alternative.

Variety.....



PLANNING THE SESSION

Efficiency and variety in the planning and conduct of group meetings will add immeasurably to their success. A good secretary will take care of most of the details, but members may share the duty of attending to some of them.

Here are a few practical suggestions:

PLAN AHEAD — For best results the leaders should draw up a schedule of meetings, complete as to topics, dates, time and place, well in advance of the beginning of the program. A first meeting may well be devoted to a discussion of the needs of the community with a view to selecting the most urgent matters for first attention.

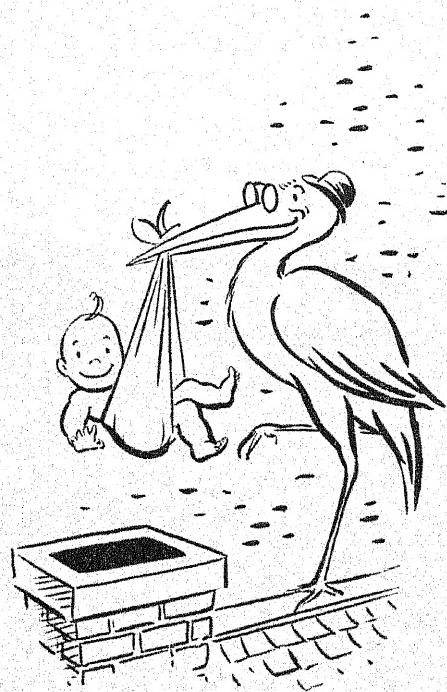
NOTICES OF MEETING — Secretaries should see that all group members get the season's program in good time, with instructions to post it in some conspicuous place. "Pin it up under the kitchen clock," says one experienced group leader, adding that, "Many groups fail because members forget the date".

BE PROMPT IN BEGINNING — and avoid delay in changing from one feature of the meeting to the next. If a large group is to be divided up for discussion, plan ahead of time precisely how it is to be done. If a radio is used, tune it in before the meeting. When films are shown, set up the machine in advance, so that the turning of a switch starts the program.

INCLUDE SOME GOOD RECREATION — in the plan of the evening. People need to play as well as work, and they work better when they play well.

A song or two at the beginning, games, folk dancing, refreshments (when possible) at the end, make a well rounded evening. (See Page 36 for suggestions). It is a good test of the success of the meeting when the discussion is continued over the coffee.

Here is a sample



A SAMPLE NIGHT

Here is a way to budget your time for a discussion meeting.

8:00 p.m. The group comes in. Create a friendly atmosphere with a familiar song or two. Then see that everyone is seated conveniently and comfortably.

8:15 p.m. Business meeting — for organizational and operational problems.

8:45 p.m. Discussion. If a film, slides, or radio broadcast is to introduce the discussion, be sure the discussion leader has had time to outline what the group is to see or to hear, and that the discussion questions have been read over.

Following the presentation of the problem or question by whatever methods the group has chosen, allow the discussion to continue until the group is satisfied or asks to stop. The discussion leader will recognize after experience when to draw the period to a close. Then summarize the discussion.

Does the question demand any further discussion?

Is more research and study indicated?

Has a problem evolved on which specific action may be taken by the group?

What is the action? What are the next steps?

10:00 p.m. Arrangements are made for the next meeting. Study material is assigned or given out.

10:15 p.m. Recreation — games or singing, and refreshments. Form the habit of breaking up promptly on the hour set. Closing the meeting promptly, however, doesn't discourage the neighborliness of a chat afterwards for those who wish to remain and visit.

Worth studying.



AIDS FOR DISCUSSION LEADERS

"Group Discussion and its Techniques". A bibliographical review. Bureau of Agricultural Economics, U.S. Department of Agriculture. (Obtainable for 10 cents from Superintendent of Documents, Washington, D.C.)

Wileden, A. F. and H. L. Ewbank. "How to Conduct Group Discussion". University of Wisconsin, College of Agriculture, Extension Service. (Free).

Hutchinson, C. R., "Cooperative Discussion Circles", Educational Department, Ohio Farm Bureau, 246 N. High St., Columbus, Ohio. Price, 10 cents.

Hutchinson, C. R., "Advisory Council Handbook", Education Department, Ohio Farm Bureau, 246 N. High St., Columbus, Ohio. Price, 5 cents.

Bowman, Le Roy, E., "Organization and Leadership of Group Discussions and Forums", bulletin of the University of the State of New York, Albany, N. Y.

"How to Lead Discussion", Woman's Press, New York, price, 35 cents.

Denny, George V., "A Handbook for Discussion Leaders", Town Hall Advisory Service, 123 W. 43rd St., New York.

Dvoracek, D.C., "Community Discussion Meetings — What? Why? How?", University of Minnesota, College of Agriculture Extension Bulletin 216.

"What Is the Discussion Leader's Job?", U. S. Dept. of Agriculture, Bulletin D-3.

Bogardus, E. S., "Democracy by Discussion", University of Southern California, Los Angeles, Calif. Available from The Cooperative League, \$1 per copy.

HOW TO USE THE COOPERATIVE LEAGUE STUDY-ACTION SERIES

These leaflets and pamphlets are prepared at regular intervals by the Cooperative League for use by study-action groups. They attempt to give a brief outline of the background of a particular topic and suggest to the group further materials for study. Plans for action and questions for discussion are suggested.

The leaflet series is short, six-page pamphlets, useable for one night's discussion each. They may be read before the meeting or at the beginning of the discussion period to introduce a subject. Questions for discussion are included in the leaflet and provide a guide for the remainder of the period.

The pamphlet series is composed of longer pamphlets, many of which will take three or four evenings to study. A chapter an evening is recommended. A group wishing to pursue any of the topics at length will find the pamphlet series valuable. Questions for discussion appear at the end of each chapter and make the book useable much as the leaflets are useable.

Each leaflet or pamphlet suggests relating the topic to local problems or community conditions, suggests action for the home community. After reading the leaflet or chapter of the pamphlet, the group's discussion will turn toward the local situation and how the subject applies there. These are particularly useful for beginning groups, trying their wings in the field of discussion. They offer a wide variety of experience in the discussion field. After a group has grown accustomed to discussion and action together, these leaflets and pamphlets will prove useful in planning more extensive study courses.

THE COOPERATIVE LEAGUE STUDY-ACTION LEAFLET SERIES

Introductory leaflet — "How Can We Organize Study-Action Groups?"

The 1 - 2 - 3, How to organize and what to study.

No. 1 — "Must It Always Be A Dream?"

For the first discussion session — the value of study *plus* action.

No. 2 — "What Can We Do To Stop Inflation?"

Problems of inflation, attempts at control.

No. 3 — "Whose Air Is It?"

The co-op's fight to get time on the air.

No. 4 — "What Is This Consumers Cooperative Movement?"

What is a co-op? How is it organized? The movement today.

No. 5 — "What Is the Role of Mrs. Consumer?"

Women do 85% of the purchasing. What is women's role in protecting quality and fair prices?

No. 6 — "What Kind of a World Do You Want?"

Post-war planning, a cooperative plan presented.

No. 7 — "How Are Co-ops Organized for Nationwide Action?"

A picture of the national cooperative movement—the Cooperative League and National Cooperatives. What they are and what they do.

THE COOPERATIVE LEAGUE STUDY AND ACTION PAMPHLET SERIES

No. 1 — "Learning the Language"

Do you understand cooperative financial statements?

Can you vote intelligently on your co-op's annual reports?

No. 2 — "Reading Between the Lines"

How to Find the weak spots in the co-op's reports.
Tests for cooperative financial success.

No. 3 — "Work Sheets for Analyzing Cooperative Business Success"

Instructions for calculating your co-op's ratios of success.

Charts for comparative records of financial progress.

No. 4 — "Facts About War Debts and Taxes"

How to prevent inflation and deflation.

Will we, the people, discipline ourselves democratically?

No. 5 — "Credit Union Co-ops: Their Purpose and Use"

Do we, the people, want control of our own finances?

No. 6 — "Facts About Inflation and Deflation"

How to prevent economic disaster.

Must we surrender unconditionally to inflation and deflation?

No. 7 — "A Consumer Cooperative System of Finance"

Why the people should control their money cooperatively.

How to Build a consumer cooperative system of finance.

No. 8 — "What Makes the Economic Wheels Go Round?"

How can we keep things moving "full steam ahead"?

Where do co-ops come in?

OTHER SOURCES OF DISCUSSION MATERIAL

PUBLIC AFFAIRS PAMPHLETS, published by the Public Affairs Committee, 30 Rockefeller Plaza, New York, 20, N.Y. Single copies — 10 cents, 70 copies for \$5. Nearly 100 pamphlets have been published by this Committee covering a wide range of topics concerning economics and social problems.

American Association for Adult Education, 525 W. 120th St., New York.

American Federation of Labor, 9th and Massachusetts So., Washington, D. C.

American Labor Education Service, 407 W. 59th St., New York.

Congress of Industrial Organizations, 718 Jackson Place, N. W., Washington, D. C.

Brookings Institution, Washington, D. C.

Federal Council of Churches of Christ in America, 297 Fourth Ave., New York.

Foreign Policy Association, 22 E. 38th St., New York.

International Labor Office, Washington Branch, 744 Jackson Place, Washington, D. C.

National Education Association, 1201 16th St., N. W. Washington, D. C.

Town Hall of the Air, 123 W. 43rd St., New York.

Twentieth Century Fund, 330 W. 42nd St., New York.

United States Department of Agriculture, Washington, D.C.

United States Chamber of Commerce, 1615 Eighth St., Washington, D. C.

University of Chicago and Round Table, University of Chicago, Chicago, Ill.

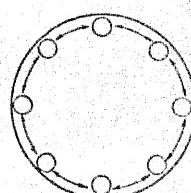
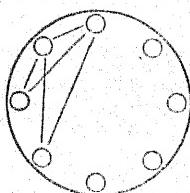
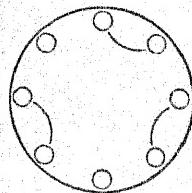
All these associations have published pamphlets, leaflets and other discussion aids available to any group. Write for bibliographies, charges, description of series. Study material from these sources may be used in the same manner as that available from The Cooperative League and described in the preceding pages.

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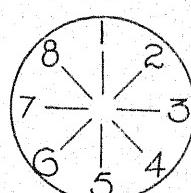
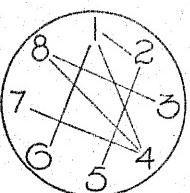
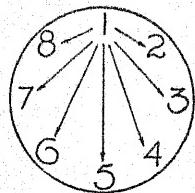
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'To which group does yours belong?

Tete-a-tete Groups One-sided Conversation The Stilted Group



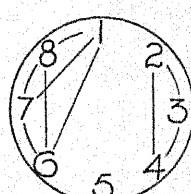
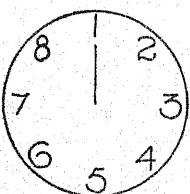
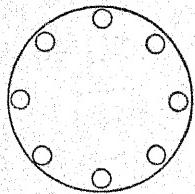
An Unresponsive Group



A Belligerent Group

The Stilted Group

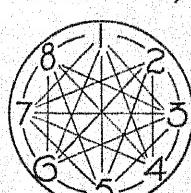
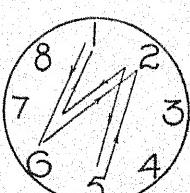
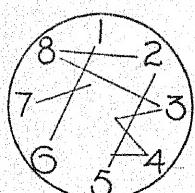
The Frigid Group



Unsocial Group

The Monopolist

Clique



Hit-and-Miss Chatter

Rude Conversationalists

The Ideal Group

* (From U.S. Dept. of the Interior)

